



## DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREG MIDLANT  
INST 7042.1  
NO2  
03 FEB 2003

### COMNAVREG MIDLANT INSTRUCTION 7042.1

Subj: OFFICIAL REPRESENTATION FUNDS (ORF)

Ref: (a) SECNAVINST 7042.7 Series  
(b) CINCLANTFLTINST 7042.1 Series

Encl: (1) Top Ten Rules for ORF  
(2) Annual Budget Submission Elements  
(3) Sample Event Request Letter  
(4) Official Representation Expense Documentation

1. Purpose. To outline policy and procedures for the execution of Official Representation Funds (ORF) for Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT).

2. Scope. The provisions of this instruction apply to all Installation Commanders (ICs) within the Mid-Atlantic Region.

3. Authority. ORF is a subset of the Emergency and Extraordinary Expense (EEE) authority as prescribed in 10 U.S.C. 127. This statute provides the Secretary of Defense authority to use appropriated funds for emergency and extraordinary expenditures for discretionary purposes (implemented for the Department of the Navy by reference (a)). EEE spending authority is provided through the Defense Appropriations Act and has set limitations.

4. Background. The Secretary of the Navy has authorized the use of appropriated funds to maintain the standing and prestige of the United States by extending official courtesies to various dignitaries, officials, and prominent citizens. When planning ORF functions, references (a) and (b), and enclosure (1), must be used for direction and guidelines.

5. Administration and Execution.

a. Funds Allocation. COMNAVREG MIDLANT is a planning figure holder under the Commander, U.S. Atlantic Fleet (COMLANTFLT) for the administration of ORF funds.

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b. Request for Funds. The COMNAVREG MIDLANT Protocol Officer (N1) serves as the central point of contact for administration of ORF Funds for the Mid-Atlantic Region.

(1) Budget Requests for the Upcoming Fiscal Year. The Protocol Officer is responsible for submitting Regional ORF requirements to the Regional Comptroller Office (RCO) for their budget submission to COMLANTFLT by 1 July of each year. Requests for anticipated ORF requirements for the upcoming fiscal year, enclosure (2), are due to the Protocol Officer by 1 June each year and will include type of event and approximate amount of ORF required. The Protocol Officer will submit one consolidated ORF requirements package to the RCO by 15 June for budget submission. The consolidated COMNAVREG MIDLANT budget submission is for planning purposes only. It may not be used for actual execution of planned ORF events, since actual ORF controls provided by COMLANTFLT may be significantly less.

(2) Event Request for Funds. ICs requesting COMNAVREG MIDLANT administered ORF must ensure they meet the requirements listed in references (a) and (b), and enclosure (1), for the appropriate expenditure of ORF. When determining compliance with ORF requirements, it is important to remember that ORF is associated with honoring distinguished individuals rather than specific events (e.g. holidays). After the IC makes a preliminary determination that the event meets ORF criteria, the IC should forward a written request, on command letterhead, to the COMNAVREG MIDLANT. Enclosure (3) is provided as a sample. Included in the request should be a proposed guest list and an initial catering estimate as well as a detailed description of any proposed gifts, if applicable. After review by the Regional Staff Judge Advocate, the Protocol Officer will forward the request to the RCO. The RCO will determine if sufficient funds are available and if the event was included in the requesting IC's annual ORF budget request. Upon completion of this verification, the Protocol Officer will forward the request to the Commander for approval/disapproval. Requests for funds should be forwarded at least 45 days prior to the scheduled event to ensure funds are available and ensure appropriate lead-time to staff the request for approval/disapproval.

(3) Expenditure Documentation. Appropriate documentation of ORF qualified expenses will be forwarded to the Protocol Officer within five working days after the official function. This expense package should include an expense documentation sheet (prepared in accordance with reference (a) and enclosure (4), receipts, memorandum records, and a copy of the final guest list. The guest list must include name, rank or

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title, organization of official affiliation, and country in the case of foreign guest. The Protocol Officer will prepare the documentation package with the Regional Commander's signature for the RCO.



DAVID ARCHITZEL

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## TOP TEN RULES FOR ORF\*

1. ORF may be used only for, or in honor of, the following persons:

- a. Dignitaries, officials, and prominent citizens.
- b. Foreign military and civilian citizens, prominent Federal (non-DoD), and state and local government officials.
- c. Senior DoD officials' eligible for official courtesies when making visits to field commands listed in enclosure (1) of reference.

2. Only DOD officials are authorized to use ORF funds for official functions and mementos.

3. Hosted function must meet required minimum ratios for use of ORF:

- a. Less than 30 attendees: 20% must be non-DoD guests
- b. More than 30 attendees: 50% must be non-DoD guests
- c. AAUSN, CNO, and CMC may authorize different ratios with sufficient justification and as deemed appropriate.

4. When hosting multiple functions, e.g., meetings, conferences, seminars, etc. for a foreign group or individual:

- a. Only one official hosted function for all DoD and non-DoD guests may be charged to ORF.
- b. For all other officially hosted functions, meetings, conferences, seminars, etc., for the same foreign group or individual, ORF may be used to cover expenses of only the non-DoD guest(s) being recognized.

5. Mementos or gifts purchased with ORF must have a command or official theme.

- a. Examples of acceptable mementos or gifts: plaques, Truxton bowls, books related to DoD topics.
- b. ORF cannot be used to purchase non-official items such as:

Encl (1)

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(1) Articles of clothing (e.g., flight jacket, t-shirt, jacket, tie, golf shirt);

(2) Sports equipment (e.g., golf club, golf balls, tennis racket, baseball bat).

(3) Alcohol and tobacco products.

(4) Any item by its nature that would be considered to be personal.

6. The aggregate cost of a gift to one individual may not exceed \$260, or the current amount determined by Congress. Only one gift, purchased using ORF, may be presented to an official or dignitary during an ORF event.

7. A memento/gift may be presented by a DON official to the dignitary only (not to spouse).

8. Bulk purchases of mementos near the end of a fiscal year are prohibited.

9. For a Change of Command reception, ORF may be used only for official non-DoD guests and only as a pre-approved exception to ORF policy. Authority to use ORF in these situations must be pre-approved by the AAUSN (for activities under their respective ORF sub-programs).

10. Decorations for an official hosted function are normally limited to fresh floral arrangements, (e.g., centerpiece for a table) unless advance SECNAV approval is obtained.

**\* Extracted from the Assistant for Administration Office of the Under Secretary or the Navy (ASSUSN) ORF Guidance Memorandum NO.1/01 May 2002**

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## ANNUAL BUDGET SUBMISSION ELEMENTS

From: Installation Commander  
To: Commander, Navy Region, Mid Atlantic (N1)  
Subj: OFFICIAL REPRESENTATION FUNDS (ORF) BUDGET REQUEST  
Ref: (a) CINCLANTFLTINST 7042.1 Series  
Encl: (1) List of Events Expected to Use More Than \$1,000 of  
ORF

1. Anticipated ORF requirements for FY\_\_ are submitted per  
reference (a):

Official entertainment expenses in honor of  
distinguished citizens \$ \_\_\_\_\_

Official entertainment expenses hosting  
foreign ship visits to U.S. ports \$ \_\_\_\_\_

Official entertainment in connection with  
U.S. ship visits to foreign ports \$ \_\_\_\_\_

Mementos for exchange in connection with  
recognition of distinguished citizens \$ \_\_\_\_\_

Miscellaneous official expenses (specify): \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

2. Request quarterly grant distribution as follows:

First quarter \$ \_\_\_\_\_

Second quarter \$ \_\_\_\_\_

Third quarter \$ \_\_\_\_\_

Fourth quarter \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Encl (2)

**Sample Event Request Letter**

From: Commanding Officer, Naval Station, Anywhere  
To: Commander, Navy Region, Mid-Atlantic  
Subj: REQUEST FOR OFFICIAL REPRESENTATION FUNDS (ORF)  
Encl: (1) Guest List  
(2) Catering Estimate

1. Request your approval of \$1,000 for Commanding Officer, Naval Station, Anywhere to host "name of ORF function" in honor of local community leaders. This ORF function will be held on 11 October 2002.

2. Point of contact is Ms. Smith, 444-4444.

CO'S SIGNATURE

Encl (3)

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(Sample)

LIST OF ORF EVENTS > \$1,000

<u>Event</u>	<u>Month</u>	<u>Est Cost</u>
Neptune Festival	September	2,500



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**OFFICIAL REPRESENTATION EXPENSE DOCUMENTATION**

1. Date of function/expense:
2. Type of function/expense:
3. Location Held: Total ORF Cost:
4. Name & Title of DoD Host:
5. Name & Title of Senior DoD Official Attending (Military or Civilian)
6. Total number of DoD in attendance (Military, Civilian and Spouses):
7. Name of Non-DoD group being entertained/other purpose, as applicable.
8. Names and titles of five of the most distinguished or prominent foreign or other non-DoD officials/citizens in attendance. Name of foreign country, if applicable.
  - a.
  - b.
  - c.
  - d.
  - e.
9. Total Non-DoD invited: Total Non-DoD attending:
10. Total attending (non-DoD & DoD):
11. If pre-purchased mementos were presented to non-DoD officials, provide the following:

Number presented:	Total Cost:
Date purchased:	
12. Make check payable to:
13. Check amount:
14. \_\_\_\_\_  
Name, Title & Signature of Authorization Holder